

दिनांक 31 जुलाई, 2003 को सम्पन्न विद्या परिषद् के बैठक की कार्यवृत्त



॥ सरस्वती नः सुभगा मयस्करत् ॥

उत्तर प्रदेश राजर्षि टण्डन मुक्त विश्वविद्यालय
17, महर्षि दयानन्द मार्ग, इलाहाबाद
पिन - 211 001

विद्या परिषद की दिनांक 31 जुलाई, 2003 को पूर्वाह्न 3.00 बजे सम्पन्न हुई बैठक की कार्यवृत्त

तदर्थ विद्या परिषद् की बैठक दिनांक 31-07-2003 को विश्वविद्यालय के प्रशासनिक भवन में अपराह्न 03:00 बजे हुई। बैठक में निम्नलिखित सदस्य उपस्थित थे :-

(1)	प्रोफेसर डी०पी० सिंह, कुलपति	-	अध्यक्ष
(2)	प्रोफेसर अमर सिंह, पूर्व सदस्य	-	सदस्य
(3)	प्रोफेसर चमन मेहरोत्रा	-	सदस्य
(4)	प्रोफेसर एस०एस० वर्मा	-	सदस्य
(5)	प्रोफेसर एस.पी. गुप्ता	-	सदस्य
(6)	डॉ. एच.के. सिंह	-	सदस्य
(7)	डॉ० प्रदीप श्रीवास्तव	-	सदस्य
(8)	डॉ० रुचि वाजपेयी	-	सदस्य
(9)	डॉ. श्वेता सिंह	-	सदस्य

कुलपति द्वारा सर्वप्रथम विश्वविद्यालय के नवनियुक्त कुलसचिव डॉ. आर.के. बसलस एवं प्राध्यापक प्रोफेसर एस.पी. गुप्ता, डॉ. एच.के. सिंह एवं डॉ. श्रीमती रुचि वाजपेयी का परिचय विद्या परिषद् के सभी सम्मानित सदस्यों से कराया गया एवं उनसे सहयोग की अपेक्षा किया। साथ ही उपस्थित सभी सदस्यों का भी स्वागत किया।

1. विद्या परिषद की दिनांक 04 मई, 2003 को सम्पन्न हुई बैठक के कार्यवृत्त की पुष्टि की गयी।
(संलग्नक -01)

2. एम.बी.ए. कार्यक्रम के प्रारम्भ करने हेतु प्रस्तावित विनियम पर विचार किया।

निश्चय किया कि एम.बी.ए. कार्यक्रम के प्रारम्भ करने हेतु प्रस्तावित विनियम को कार्य परिषद् के अनुमोदनार्थ संस्तुत किया जाय। (संलग्नक -02-03)

3. एम.बी.ए. कार्यक्रम के प्रवेश शुल्क एवं परीक्षा शुल्क के निर्धारित करने पर विचार किया।

निश्चय किया कि निम्नलिखित विवरण के अनुसार प्रस्तावित शुल्क को विनियम में यथा स्थान समाहित कर कार्य परिषद् के अनुमोदनार्थ संस्तुत किया जाय :-

क्र.सं.	विवरण	प्रस्तावित शुल्क
1.	आवेदन-पत्र का मूल्य	रु० 200/- (डाक से मांग करने पर रु० 250/-)
2.	एम.बी.ए. कार्यक्रम शुल्क	रु० 8,000/- वार्षिक
3.	परीक्षा शुल्क	रु० 550/- वार्षिक

4. एम.सी.ए. कार्यक्रम के प्रारम्भ करने हेतु प्रस्तावित विनियम पर विचार।

निश्चय किया कि एम.सी.ए. कार्यक्रम के प्रारम्भ करने हेतु प्रस्तावित विनियम को कार्य परिषद् के अनुमोदनार्थ संस्तुत किया जाय। (संलग्नक -04)

5. एम.सी.ए. कार्यक्रम के प्रवेश शुल्क एवं परीक्षा शुल्क निर्धारण करने पर विचार किया।

निश्चय किया कि निम्नलिखित विवरण के अनुसार प्रस्तावित शुल्क को विनियम में यथा

स्थान समाहित कर कार्य परिषद् के अनुमोदनार्थ संस्तुत किया जाय :-

क्र.सं.	विवरण	प्रस्तावित शुल्क
1.	आवेदन-पत्र का मूल्य	रु० 200/- (डाक से मांग करने पर रु० 250/-)
2.	एम.बी.ए. कार्यक्रम शुल्क	रु० 12,000/- वार्षिक
3.	परीक्षा शुल्क	रु० 550/- वार्षिक

6. विश्वविद्यालय में डॉक्टर ऑफ फिलासफी (डी.फिल.) कार्यक्रम प्रारम्भ करने हेतु प्रस्तावित विनियम पर विचार किया। (संलग्नक -05)

निश्चय किया कि विश्वविद्यालय स्तर पर जिन विषयों में शोध निर्देशन के लिये अर्ह प्राध्यापक हों उन्हीं विषयों में शोध कार्य कराया जाय तथा प्रस्तावित विनियम को कार्य परिषद् के अनुमोदनार्थ संस्तुत किया जाय।

7. विश्वविद्यालय द्वारा मुक्त शिक्षा पद्धति एवं अन्य सम्बन्धित शैक्षणिक विषय पर "राजर्षि शोध एवं अध्ययन जर्नल" के प्रकाशन के प्रकरण को अध्यक्ष की अनुमति से वापस लिया गया।
8. राष्ट्रीय मुक्त विद्यालय संस्थान (पूर्व नाम राष्ट्रीय मुक्त विद्यालय) की 10+2 की परीक्षा की मान्यता पर विचार किया।

निश्चय किया कि इसे स्वीकार कर लिया जाय।

9. "विश्वविद्यालय अनुदान आयोग", नई दिल्ली के पत्र संख्या F 13-1/2000 (DA/ENV/COS-I) दिनांक 24 जुलाई, 2003 द्वारा विश्वविद्यालयों के स्नातक कार्यक्रम के सभी शाखाओं में छः माह का पर्यावरण अध्ययन कार्यक्रम अनिवार्य रूप से वर्तमान शैक्षिक सत्र से लागू करने पर विचार किया।

निश्चय किया कि विश्वविद्यालय में जो पर्यावरण से सम्बन्धित जो कार्यक्रम चल रहा है उसे विश्वविद्यालय अनुदान आयोग द्वारा स्वीकृत पर्यावरण अध्ययन कार्यक्रम के अनुरूप बनाकर इस कार्यक्रम को लागू किया जाय। विश्वविद्यालय अनुदान आयोग से जब इस कार्यक्रम से सम्बन्धित पाठ्य सामग्री उपलब्ध हो जाय तो उसे यथावत रूप से लागू कर दिया जाय।

10. पर्यटन स्नातक कार्यक्रम के अन्तर्गत तैयार किये गये पाठ्यक्रम के मुद्रित कराये जाने हेतु विचार किया।

निश्चय किया कि पर्यटन स्नातक कार्यक्रम के अन्तर्गत विश्वविद्यालय में संचालित एक पाठ्यक्रम जो डॉ. मनोज दीक्षित, समन्वयक, पर्यटन अध्ययन संस्थान, लखनऊ विश्वविद्यालय, लखनऊ द्वारा तैयार किया गया एवं कुलपति जी द्वारा गठित परिमाणन समिति द्वारा कतिपय संशोधन के उपरान्त मुद्रण हेतु संस्तुति की गयी थी, को मुद्रित कराये जाने हेतु अनुमोदन प्रदान किया।

अध्यक्ष के प्रति धन्यवाद प्रस्ताव पारित करने के उपरान्त बैठक की कार्यवाही समाप्त हुई।

कुलसचिव

तदर्थ विद्या परिषद् की दिनांक 04 मई, 2003 को पूर्वाह्न 10.30 बजे सम्पन्न हुई बैठक की कार्यवृत्त

तदर्थ विद्या परिषद् की बैठक दिनांक 04-05-2003 को विश्वविद्यालय के प्रशासनिक भवन में पूर्वाह्न 10.30 बजे हुई। बैठक में निम्नलिखित सदस्य उपस्थित थे :-

(1)	प्रोफेसर डी०पी० सिंह, कुलपति	-	अध्यक्ष
(2)	प्रोफेसर अमर सिंह, पूर्व सदस्य	-	सदस्य
(3)	प्रोफेसर बी०एस० सारस्वत	-	सदस्य
(4)	प्रोफेसर चमन मेहरोत्रा	-	सदस्य
(5)	प्रोफेसर एस०एस० वर्मा	-	सदस्य
(6)	डॉ० एस०पी० सिंह	-	सदस्य
(7)	डॉ० वी०वी० सिंह	-	सदस्य
(8)	डॉ० चन्द्रकला पाड़िया	-	सदस्य
(9)	डॉ० प्रदीप श्रीवास्तव	-	सदस्य
(10)	डॉ० ए०के० सिंह, कुलसचिव	-	सचिव

कुलपति द्वारा सदस्यों का स्वागत किया गया। कुलपति ने सदस्यों को अवगत कराया कि समाज शास्त्र एवं राजनीति शास्त्र पाठ्यक्रम के तैयार करने का कार्य पाठ्यक्रम लेखकों को सौंप दिया गया है। कुलपति ने यह अवगत कराया कि "हम पहुँचे वहाँ जहाँ पहुँचे न कोई" के अन्तर्गत ज्ञानवाणी कार्यक्रम पर प्रातः एवं सायंकालीन 7.00-8.00 बजे तक ज्ञानवाणी कार्यक्रम का प्रसारण इलाहाबाद और लखनऊ आकाशवाणी से हो रहा है तथा शीघ्र ही कानपुर और दिल्ली से प्रारम्भ होने वाला है। प्राविधिक शिक्षा हेतु एक अन्य चैनल की स्थापना की जा चुकी है। इस प्रकार दूरस्थ शिक्षा के माध्यम से पूरे प्रदेश को शिक्षा देने की व्यवस्था की जा रही है। इस व्यवस्था से इस विश्वविद्यालय के शिक्षार्थियों के साथ-साथ अन्य विश्वविद्यालय एवं महाविद्यालयों के शिक्षार्थी भी लाभान्वित हो सकते हैं। कुलपति ने अपने अमेरिका, टोरेन्टो (कनाडा) एवं इंग्लैण्ड की यात्रा का उल्लेख करते हुये सदस्यों को अवगत कराया कि विदेशों में भी मुक्त विश्वविद्यालय के माध्यम से उच्च शिक्षा के शिक्षार्थियों में शिक्षा दी जा रही है जिसमें शिक्षार्थियों का झुकाव अधिक है और शिक्षार्थियों की संख्या भी अधिक है। उन्होंने यह भी बताया कि हमारे देश में 10 मुक्त विश्वविद्यालय स्थापित हैं तथा इस वित्तीय वर्ष में देश के अन्दर दो विश्वविद्यालय की स्थापना होने का अनुमान है।

1. विद्या परिषद् की दिनांक 26 अगस्त, 2002 को सम्पन्न हुई बैठक के कार्यवृत्त की पुष्टि की गयी।
2. योजना बोर्ड की दिनांक 03-05-2003 की बैठक के कार्यवृत्त पर विचार किया।

निश्चय किया कि योजना बोर्ड की बैठक दिनांक 03-05-2003 के कार्यवृत्त को कार्य सूची के विन्दु संख्या 05 (नये विषयों के प्रारम्भ करने के प्रश्न पर विचार) में योजना बोर्ड के संस्तुति के अतिरिक्त मानव शास्त्र, मनोविज्ञान एवं ओमेन स्टडीज पाठ्यक्रम को सम्मिलित करने के उपरान्त योजना बोर्ड की संस्तुति को स्वीकार करते हुए कार्य परिषद् के अनुमोदनार्थ प्रस्तुत किया जाय।

3. बी.एड. कार्यक्रम के प्रारम्भ करने हेतु प्रस्तावित अध्यादेश के अनुमोदन पर विचार किया।

निश्चय किया कि बी.एड. हेतु प्रस्तावित अध्यादेश को कुलपति द्वारा कृत कार्यवाही से अवगत कराने हेतु कार्य परिषद् को संस्तुत कर दिया जाय।

4. प्रवेश शुल्क/परीक्षा शुल्क के वृद्धि पर विचार किया।

निश्चय किया कि निम्नलिखित कार्यक्रमों के शुल्क में संशोधन किये जाने हेतु प्रस्ताव कार्य परिषद् को संस्तुत किया जाय :-

क्र. सं.	पाठ्यक्रम का नाम	निर्धारित शुल्क	प्रस्तावित शुल्क
1.	एकल विषय में दक्षता (UGSS)	रु० 800/-	रु० 1000/-
2.	पुस्तकालय एवं सूचना विज्ञान में स्नातक (UGLIS)	रु० 3500/-	रु० 4000/-
3.	पत्रकारिता एवं जनसंचार में स्नातकोत्तर डिप्लोमा (PGJMC)	रु० 2500/-	रु० 3000/-
4.	Post Graduation Diploma in Computer Application (PGDCA)	रु० 12000/-	रु० 15000/-
5.	Basic Diploma in Computers (DIC)	रु० 6500/-	रु० 8000/-

सभी कार्यक्रमों के पंजीकरण की शुल्क रु० 150/- से बढ़ाकर रु० 200/-, विषय परिवर्तन की शुल्क रु० 200/- से बढ़ाकर रु. 300/- तथा परिचय-पत्र की द्वितीय प्रति बढ़ाये जाने हेतु शुल्क रु० 50/- से बढ़ाकर रु० 100/- करने का निश्चय किया गया तथा यह भी निश्चय किया गया कि परीक्षा का जो शुल्क वर्तमान में निर्धारित है उन सभी में रु० 50/- की दर से वृद्धि कर शुल्क निर्धारित की जाय। यह भी निश्चय किया गया कि निम्नलिखित अतिरिक्त शुल्क को ली जाने वाली सूची में सम्मिलित किया जाय :-

1. माइग्रेशन सर्टीफिकेटके लिए शुल्क रु० 150/-
2. अंक प्रति की दूसरी प्रति के लिए शुल्क रु० 100/-
3. पुनः प्रयोगात्मक परीक्षा के लिए शुल्क रु० 200/-

5. बी.एड. पाठ्यक्रम के प्रवेश शुल्क एवं परीक्षा शुल्क के निर्धारण करने पर परिषद् ने विचार किया।

निश्चय किया कि बी.एड. में प्रवेश लेने वाले शिक्षार्थियों से रु० 12,000/- प्रति वर्ष की दर से पाठ्यक्रम शुल्क लिया जाय तथा प्रति वर्ष रु० 1000/- परीक्षा शुल्क लिया जाय। यह भी निश्चय किया गया कि बी.एड. में प्रवेश हेतु प्रवेश परीक्षा करायी जाने वाली है इसलिए प्रवेश आवेदन-पत्र का मूल्य रु० 550/- रखा जाय।

6. शैक्षिक सत्र 2003-2004 के लिए प्रस्तावित प्रवेश विवरणिका पर विचार किया गया।

निश्चय किया गया कि प्रवेश विवरणिका के सम्बन्ध में हुई चर्चा के आधार पर प्रवेश विवरणिका में संशोधन किया जाय। इसके लिये कुलपति को अधिकृत किया गया।

7. विश्वविद्यालय द्वारा संचालित कार्यक्रमों के लिए निर्धारित अवधि के उपरान्त पुनः पंजीकरण के प्रश्न पर परिषद् ने विचार किया।

निश्चय किया कि कार्यक्रमों के लिए निर्धारित अवधि के उपरान्त यदि कोई शिक्षार्थी पुनः उस कार्यक्रम में अध्ययन करना चाहता है या पूर्ण करना चाहता है तो उसे पुनः पंजीकरण कराना होगा एवं जितने क्रेडिट के पाठ्यक्रमों में उत्तीर्ण हो चुका है उसे छोड़कर शेष क्रेडिट के विद्यमान पाठ्यक्रम के अनुसार उसे उत्तीर्ण करना अनिवार्य होगा। इन शेष पाठ्यक्रमों के लिए ही शुल्क और परीक्षा शुल्क जमा करना होगा। पूर्व में शिक्षार्थी द्वारा अर्जित क्रेडिट को सम्मिलित कर परीक्षाफल घोषित किया जायेगा।

अध्यक्ष के प्रति धन्यवाद प्रस्ताव पारित करने के उपरान्त बैठक की कार्यवाही समाप्त हुई।


कुलसचिव

इन्दिरा गांधी राष्ट्रीय मुक्त विश्वविद्यालय
INDIRA GANDHI NATIONAL OPEN UNIVERSITY

MAIDAN GARHI, NEW DELHI-110068, INDIA
PHONE : (0) 6569666 FAX : 91-11-6861340
E-MAIL : mmonsari@ignou.ac.in

DISTANCE EDUCATION COUNCIL

Prof. M. M. Ansari
Director

F.No. DEC/SOU/9019
Dated: 14.7.2003

फैक्स नं. 0522-2621355

Dear Dr Singh

This has reference to your letter No. OU/489/2003 dated 12.6.2003 seeking permission to offer MBA and MCA programmes through distance mode as per DEC norms and standards.

It gives me pleasure to inform you that the Chairman, DEC has acceded to the request of your University and has granted permission to launch MBA and MCA programmes from the session 2003-04. However, your University will strictly adhere to the DEC guidelines for delivery of these programmes, which will be verified by an expert team in due course of time.

Thanking you,

Yours sincerely,

(M.M. Ansari)

Dr. A.K. Singh
Registrar
U.P. Rajarshi Tandon Open University
17, Maharshi Dayanand Marg (Thorohill Road),
Allahabad-211001

**REGULATIONS FOR THE MBA
PROGRAMME**

*under the
Open and Distance Learning System*



**Uttar Pradesh Rajarshi Tandon Open University
17 Maharshi Dayanand Marg (Thornhill Road),
Allahabad**



Uttar Pradesh Rajarshi Tandon Open University Allahabad

1. INTRODUCTION

The MBA Programme of Uttar Pradesh Rajarshi Tandon Open University, Allahabad aims to develop the understanding and competency required by practising managers for effective managerial growth.

2. CURRICULUM DESIGN

Uttar Pradesh Rajarshi Tandon Open University, Allahabad, will adopt the course structure and study material of IGNOU, New Delhi, till the time, Uttar Pradesh Rajarshi Tandon Open University, Allahabad, develops its own study material and course structure for the MBA programme. The suggested course structure of three years i.e. six Semester MBA programme, is as under: -

First Semester:

MBA 1.1	:	Management Functions and Behaviour
MBA 1.2	:	Managing Men
MBA 1.3	:	Economic and Social Environment
MBA 1.4	:	Quantitative Analysis for Managerial Applications

Second Semester:

MBA 2.1	:	Information Management and Computers
MBA 2.2	:	Marketing for Managers
MBA 2.3	:	Accounting and Finance for Managers
MBA 2.4	:	Management of Machines and Materials

Third Semester:

- MBA 3.1 : Managerial Economics
 MBA 3.2 : Organisational Design, Development and Change
 MBA 3.3 : Corporate Policies and Practices
 MBA 3.4 : Management Control System

Fourth Semester:

- MBA 4.1 : International Business
 MBA 4.2 : Management of New and Small Enterprises
 MBA 4.3 : Sales Management
 MBA 4.4 : Research Methodology for Managerial Decisions

Fifth Semester: (Select any one specialised group consisting of four courses)

(a) Specialised Area: Human Resource Management

- MBA 5.11 : Human Resource Development
 MBA 5.12 : Human Resource Planning
 MBA 5.13 : Union Management Relations
 MBA 5.14 : Managing Change in Organisations

(b) Specialised Area: Financial Management

- MBA 5.21 : Project Management
 MBA 5.22 : Security Analysis and Portfolio Management
 MBA 5.23 : International Financial Management
 MBA 5.24 : Management of Financial Services

(c) Specialised Area: Operation Management

- MBA 5.31 : Operations Research
 MBA 5.32 : Production Management
 MBA 5.33 : Management Information System
 MBA 5.34 : Total Quality Management

(d) Specialised Area: Marketing Management

- MBA 5.41 : Consumer Behaviour
 MBA 5.42 : Management of Marketing Communications & Advertising
 MBA 5.43 : International Marketing

MBA 5.44 : Marketing Research

Sixth Semester:

MBA 6.1 : Strategic Management

MBA 6.2 : Technology Management

MBA 6.3 : Project Work and Industrial Training

MBA 6.4 : Comprehensive Viva – Voce

3. **ELIGIBILITY CRITERIA**

Minimum 50% marks in Bachelor's degree and 3 years managerial/ supervisory experience.

4. **ADMISSION/SELECTION PROCEDURE**

The students of MBA will be admitted on the basis of their merit as determined by the percentage of marks in Bachelor's degree.

5. **DURATION**

The minimum duration of the course will be three years, i.e. 36 months. However, the maximum period allowed for the completion of the programme will be six years.

6. **STUDENTS INTAKE AND CLASS SIZE**

The intake of students to MBA programme will be decided by Uttar Pradesh Rajarshi Tandon Open University, Allahabad, according to the availability of infrastructure, human resources and other facilities like audio/video support, library facilities, computer etc. at the study centres and headquarters of the University. However, at the initial stage, the number of students will be 500 and the minimum and maximum number of students attached to one study centre will be 15 and 60 respectively. But in the compelling situations, the university may relax these norms.

7. **THE MEASURE OF A COURSE/PROGRAMME**

The UPRTOU will follow the credit system for its MBA programme. In our system, each credit is equivalent to 30 hours of a candidate's study, comprising all learning activities (i.e. study of print material, listening to audio, watching video, attending counselling session, teleconferencing, industrial training, project work, and writing assignment responses) . The candidate has to study four courses/ papers in each Semester. Each course shall be of four credits. Thus, four credits course involves 120 hours of study for each candidate. In this way, each candidate has to study 480 hours for four courses per Semester and ultimately 2,880 hours' study is required normally to complete all the 24 courses spread over six semesters. The examination for the MBA programme shall consist of six Semesters: First, Second, Third, Fourth, Fifth, and Sixth Semester.

The candidate for the programme shall be admitted only in the First Year on the basis of the prescribed regulations and subject to the eligibility. After the successful completion of First and Second Semester examinations, the candidate shall be awarded Diploma in Management (DIM). After the successful completion of DIM and Third and Fourth Semester examinations, the candidate ^{shall be} ~~may be~~ awarded Post-Graduate Diploma in Management(PGDIM). After the successful completion of the PGDIM and Fifth and Sixth Semester examinations, the candidate shall be awarded Master of Business Administration(MBA).

8. LEARNING RESOURCES

The instructional system of MBA programme may include the following:

- a. Printed Self-Learning Material(SLM) and / or Books.
- b. Audio and Video Instructions,
- c. Counselling sessions including two compulsory contact programmes.
- d. Assignments, at least, two for each course/paper.
- e. Industrial Training /Project work,
- f. Case Study/ Simulation,
- g. Gyan Vani and Gyan Darshan.

9. DELIVERY MECHANISM

The schedule will be as under :-

- | | | | |
|---|--|---|--|
| a | Despatch of study materials | : | Within a month after Registration of the Programme. |
| b | Receipt of completed assignments | : | Within one month of the date of despatch of the assignment |
| c | Evaluation of Students' Assignments and feedback to students | : | Within four weeks of receipt of assignments |
| d | Response to students' queries | : | Within a fortnight of receipt of query |
| e | Declaration of results after examinations | : | Eight to ten weeks after the examination. |
| f | Feedback to students after their performance and progress in the programme | : | Once in every semester |

This schedule may be changed by the University .

10. EVALUATION

The evaluation system of the programme will be based on two components :

- (a) Continuous evaluation in the form of periodic assignments, mid-term tests etc.

This component will carry a weightage of 25%.

- (b) Semester – end examination with a weightage of 75%.

The division shall be awarded to the successful candidates at the end of the second, fourth and sixth Semester on the basis of their aggregate marks in all papers/courses :-

First Division	60% or above.
Second Division	48% or more but less than 60%.
Third Division	36% or more but less than 48%.
Fail	Less than 36%.

If a candidate fails or fails to appear in any one or more courses of the Semester-end examination, she/he may appear in the subsequent Semester-end examination for that course/those courses. This facility shall be available until the candidate passes that course/those courses, upto a period of 6 years from the date of admission. The University may consider the application for re-registration of students who have failed to

complete the courses, if they deposit the prescribed examination fee and allow them in the papers/courses which they have not cleared thus far.

Each course will carry 100 marks out of which the written paper shall consist of 75 marks and 25 marks shall be assigned on the basis of candidate's performance in the sessional works, i.e. mid-term tests etc. Minimum pass marks in each paper shall be 30%. At the end of sixth Semester the candidate has also to appear in the comprehensive Viva-Voce.

11. **FEE STRUCTURE**

The fee structure will be decided by the university from time to time. For the academic session 2003-04 the programme fee will be Rs.8000=00 per annum. (2)

12. **MONITORING AND PERFORMANCE REVIEW**

The main focus of MBA programme started by Uttar Pradesh Rajarshi Tandon Open University, Allahabad, is quality assurance and for that purpose well-organised self-evaluation system will be implemented.

**REGULATIONS
FOR
MCA Programme
Under
Open and Distance Learning System**



**Uttar Pradesh Rajarshi Tandon Open University
17 Maharshi Dayanand Marg(Thornhill Road),
Allahabad**



Uttar Pradesh Rajarshi Tandon Open University Allahabad

1. INTRODUCTION

The MCA programme of UPRTOU aims to cater to the needs of the fresh graduates and upcoming computer professionals and to provide a technical update to existing practitioners, who have acquired skills and knowledge in Computer Science at the professional level but do not have a formal certification of the same. This is a Professional Post-Graduate level programme.

2. CURRICULUM DESIGN

Uttar Pradesh Rajarshi Tandon Open University, Allahabad, will adopt the course structure and study material of IGNOU, New Delhi, till the time Uttar Pradesh Rajarshi Tandon Open University, Allahabad, develops its own study- material and course structure for the MCA programme. The suggested course structure of three years, i.e. six Semester MCA programme, is given below: -

Qualifying Paper for Non-Mathematics Students at 10+2 stage
(During the programme)

MCA 0.1 : Foundation Course in Mathematics in Computing

First Semester:

MCA 1.1 : Computer Fundamentals

MCA 1.2 : Introduction to Software

MCA 1.3 : PC Software

MCA 1.4 : 'C' Programming and Data Structure

MCA 1.5 : Elements of Systems Analysis & Design

MCA 1.6 : Practicals

Second Semester:

MCA 2.1	:	Introduction to Computer Organisation
MCA 2.2	:	Data Structure through "C" & PASCAL
MCA 2.3	:	Introduction to DBMS
MCA 2.4	:	Introduction to System Software
MCA 2.5	:	Mini Project
MCA 2.6	:	Practicals

Third Semester:

MCA 3.1	:	Numerical & Statistical Computing
MCA 3.2	:	C++ and Object Oriented Programming
MCA 3.3	:	Computer Network
MCA 3.4	:	Windows Programming
MCA 3.5	:	Discrete Mathematics
MCA 3.6	:	Practicals

Fourth Semester:

MCA 4.1	:	Software Engineering
MCA 4.2	:	RDBMS
MCA 4.3	:	Introduction to Internet Programming
MCA 4.4	:	TCP/IP Programming
MCA 4.5	:	Computer Oriented Numerical Techniques
MCA 4.6	:	Practicals

Fifth Semester:

MCA 5.1	:	Accounting & Finance
MCA 5.2	:	Intelligent System
MCA 5.3	:	Operating Systems
MCA 5.4	:	Operations Research
MCA 5.5	:	Multimedia
MCA 5.6	:	Practicals

Sixth Semester:

MCA 6.1	:	Project (weightage of 6 papers)
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3. **ELIGIBILITY CRITERIA**

3 years' Bachelor's Degree in any discipline of any University or any equivalent degree.

4. **ADMISSION / SELECTION PROCEDURE**

The students of MCA will be admitted on the basis of their merit as determined by the percentage of marks in Bachelor's degree. Those who have completed BCA/PGDCA programme of Uttar Pradesh Rajarshi Tandon Open University, Allahabad, or equivalent degree from any other recognised University/Institute shall be admitted in the second year of the MCA programme provided the course content passed out by the candidate matches with the MCA first year of Uttar Pradesh Rajarshi Tandon Open University, Allahabad.

5. **DURATION**

The minimum duration of the programme will be 3 years divided into 6 semesters viz. first, second, third, fourth, fifth and sixth. However, the maximum period allowed for the completion of the programme will be 6 years.

6. **STUDENTS INTAKE AND CLASS SIZE**

The intake of students to the MCA programme will be decided by Uttar Pradesh Rajarshi Tandon Open University, Allahabad, according to the availability of computer infrastructure, human resources and other facilities like audio/video support and library facilities, at the study centres and headquarters of the University. However, at the initial stage, the number of students will be 500 and the minimum and maximum number of students attached to one study centre will be 15 and 60 respectively. But in the compelling conditions, these limits can be relaxed by the university.

7. **THE MEASURE OF A COURSE/PROGRAMME**

The credit system will be followed for the MCA programme. In UPRTOU system, each credit is equivalent to 30 hours of study, comprising all learning activities (i.e. study of print material, listening to audio, watching video, attending counselling sessions, teleconferencing, computer training, project work, and writing assignment responses) . The candidate has to study five courses/ papers and one practical course in each Semester, except Sixth. Each theory course and practical shall be of three credits. Thus, each Semester will require the study of eighteen credits, i.e. 540 hours. In the Sixth Semester, the project will be of eighteen credits. In this way, each candidate has to study 18 credits, i.e. 540 hours per Semester and ultimately 3,240 hours' study is required normally to complete all the 31 courses spread over six Semesters. The examination for the MCA programme shall consist of six Semesters: First, Second, Third, Fourth, Fifth, and Sixth Semester.

The candidate for the programme shall be admitted in the first Semester on the basis of the prescribed regulations and subject to the eligibility. After successful completion of the first Semester examination and second Semester examination, the candidate shall be awarded Postgraduate Diploma in Computer Applications (PGDCA). After the successful completion of the PGDCA and third, fourth, fifth and sixth Semester examinations, the candidate shall be awarded Master in Computer Applications (MCA). However, candidates admitted in the third Semester directly shall be awarded MCA on completion of third, fourth, fifth and sixth Semester examinations.

8. LEARNING RESOURCES

The instructional system of the MCA programme shall include the following :

- (i) Printed Self-Learning Material (SLM) and / or Books,
- (ii) Audio and Video Instructions,
- (iii) Counselling sessions including two compulsory contact programmes,
- (iv) Assignments, at least two for each course/paper,
- (v) Industrial Training /Project work,
- (vi) Computer Training
- (vii) Gyan Vani and Gyan Darshan.

(vii) Gyan Vani and Gyan Darshan.

9. **DELIVERY MECHANISM**

The schedule will be as under :-

a	Despatch of study materials	Within a month after Registration of the Programme.
b	Receipt of completed assignments	Within one month of the date of despatch of the assignment
c	Evaluation of Students Assignments and feedback to students	Within four weeks of the receipt of assignments
d	Response to students queries	Within a fortnight of the receipt of query
e	Declaration of results after examinations	Eight to ten weeks after the examination.
f	Feedback to students after their performance and progress in the programme	Once in every Semester

This schedule may be changed by the university as per needs.

10. **EVALUATION**

The evaluation system of the programme will be based on two components :

- (a) Continuous evaluation in the form of periodic assignments, mid-term tests etc. (with a weightage of 25%).
- (b) Semester – end examination with a weightage of 75%.

The division shall be awarded separately for the PGDCA and the MCA after second and sixth Semesters examinations respectively as per following break up :-

First Division	60% or above.
Second Division	48% or more but less than 60%.
Third Division	36% or more but less than 48%.

Each course will carry 100 marks out of which the written paper shall consist of 75 marks and 25 marks shall be assigned on the basis of the candidates' performance in the sessional works, i.e. mid-term tests etc. At the end of the sixth Semester, the candidate has to appear in project and the comprehensive Viva-Voce examination consisting of 600 marks. The candidates having marks less than

aggregate 36% shall be declared as failed. To pass the PGDCA and the MCA programme, the candidate must obtain a minimum of 30% marks in each course of study, practical and project examination.

If a candidate fails or fails to appear in any one or more courses of the Semester-end examination, she/he may appear in the subsequent Semester-end examination for that course/those courses. This facility shall be available until the candidate passes that course/those courses, upto a period of 6 years from the date of admission. The University may consider the application for re-registration of students who have failed to complete the courses, if they deposit the prescribed examination fee and allow them in the papers/courses which they have not cleared thus far.

11. **FEE STRUCTURE**

The fee structure will be decided by the University from time to time. For the academic session 2003-04, the programme fee will be Rs. 12000=00 per annum.

12. **MONITORING AND PERFORMANCE REVIEW**

The main focus of the MCA programme started by Uttar Pradesh Rajarshi Tandon Open University, Allahabad, is quality assurance and for that purpose well-organised self-evaluation system will be implemented. In the MCA programme, fifteen credits have been assigned to practicals in the first five Semesters and eighteen credits have been assigned for the Project in sixth Semester for the purpose of providing a practical approach to computer to the candidates.

UTTAR PREDESH
RAJARSHI TANDON OPEN UNIVERSITY
ALLAHABAD



**GUIDELINES FOR REGISTRATION, SUPERVISION,
PROGRAMME DESIGN, EVALUATION AND AWARD
OF DOCTOR OF PHILOSOPHY (D. PHIL)
RESEARCH DEGREE**

1. The main objective of the Doctor of Philosophy (D. PHIL) research degree programme of the Uttar Pradesh Rajarshi Tandon Open University is to augment quality research in various areas of studies by providing flexible conditions to the researchers
2. The candidate desiring to pursue a course/research work for Doctor of Philosophy (D. Phil.) degree shall apply on the prescribed application form. The cost of application form will be Rs. 100=00 only.
3. The minimum eligibility for registration to the Doctor of Philosophy (D. Phil.) programme will be Master's degree, or equivalent degree recognised by the University, in the concerned or allied subject with at least 55% marks in aggregate. However, for SC/ST candidates a relaxation of 5 % will be allowed, i.e. for SC/ST candidates the minimum eligibility for registration to the Doctor of Philosophy (D. Phil.) programme will be Master's degree, or equivalent degree recognised by the University, in the concerned/allied subject with at least 55% marks in aggregate
4. The candidate has to submit three copies of the synopsis of the proposed research work with his/her application for registration to

Doctor of Philosophy (D. Phil.) degree duly forwarded by the proposed supervisor.

5. If the proposed Supervisor is not recognised by the University, then the bio-data of the proposed Supervisor in three copies has also to be submitted on the prescribed format.
6. The concerned Board of Studies will consider the application and the synopsis, and the bio-data of the proposed Supervisor if the proposed Supervisor is not recognised by the university and submit its recommendations to the Research Degree Committee.
7. On the approval of the Research Degree Committee, the candidate may be allowed to deposit the required fees and to begin his/her research work.
8. On the recommendation of the concerned Board of Studies, the candidate may be permitted by the Research Degree Committee to modify or limit his research topic up to 6 months before the submission of the thesis. After such change, the candidate will not be permitted to submit his/her thesis for 6 months from the date of approval of such change by the Research Degree Committee.
9. The Doctor of Philosophy (D. Phil.) students shall pursue his/her research work at the headquarters or at the approved study centres of the University.
10. The Doctor of Philosophy (D. Phil.) students will be required to submit their fees regularly otherwise their names will be struck off from the rolls.
11. All research scholars may be required to assist in teaching and/or administration work as required by the University authorities.
12. A research Supervisor, at any time will not have more than six Doctor of Philosophy (D. Phil.) scholars who are paying University fees and are actively engaged in research under his/her supervision. However, under compelling circumstances, the Research Degree Committee may relax this limit.

13. The medium of instruction of course works / thesis will be either Hindi or English.
14. The Doctor of Philosophy (D. Phil.) programme will consist of thesis work equivalent to 60 credits. But the candidate may be required by the Research Degree Committee to undergo a course work equivalent to a maximum of 10 credits.
15. The concerned school of studies will prescribe the courses for the course work. The courses for the School of Education and the School of Management Studies are given below –

COURSES FOR EDUCATION / ADULT and CONTINUING EDUCATION	
1. Research Methodology	5 credits
2. Statistical Techniques	5 credits
3. Measurement and Evaluation	5 credits
4. Distance Education	5 credits
5. Management of Higher Education	5 credits
6. Use of Computers in Education	5 credits
COURSES FOR BUSINESS ADMINISTRATION / COMMERCE / FINANCE and ACCOUNTANCY / ECONOMICS	
1. Research Methodology	5 credits
2. Quantitative Techniques	5 credits
3. Financial Management	5 credits
4. Principles of Management	5 credits
5. Economic Theory	5 credits
6. Computer Applications in Management	5 credits
The detailed syllabi for the courses shall be as prescribed from time to time.	

16. The each 5-credit course will carry 100 marks in total out of which the written paper shall consist of 80 marks and 20 marks shall be assigned on the basis of the candidate's performance in the sessional works, i.e. mid-term tests etc. The minimum pass marks in the theory paper shall be 40%. If a candidate fails or fails to appear in any one or more courses, she/he may appear in that examination for that course/those courses next year.
17. For Doctor of Philosophy (D. Phil.) programme, the minimum period for submitting the thesis will be two years. The maximum

period allowed to complete the course work, if any, and to submit the thesis will be five years. However, the candidate may apply for re-registration after the expiry of five years

18. The fee-schedule for Doctor of Philosophy (D. Phil.) programme is given below:

Registration fee	Rs. 1000=00	At the time of registration
Programme Fee	Rs. 8000=00	Per annum
Evaluation Fee	Rs. 5000=00	At the time of submission of thesis

19. After the completion of the thesis, the candidate shall supply four typed or printed copies of his/her thesis along with four copies each of the summary in about 1000 words and the brief abstract in about 200 words. The thesis shall comply with the following conditions –

1. It must be a piece of research work characterised either by the discovery of facts, or by a fresh approach towards interpretation of facts or theories; in either case it should evince the candidate's capacity for critical examination and judgement.
2. It shall be satisfactory so far as its literary presentation is concerned, and must be suitable for publication

20. On a report from the Supervisor mentioning the title of the thesis and the candidate's possible submission of thesis within six months, the concerned School of Studies shall recommend three examiners for evaluation of the thesis. The Supervisor shall ordinarily be one of the examiners for evaluation of the thesis. One of the external examiners appointed by the concerned School of Studies and the Supervisor shall conduct the viva-voce of the candidate. The thesis examiners shall submit their reports on the prescribed proforma. The report of the viva-voce shall also be given on the prescribed proforma.

21. The reports of the examiners of the thesis shall be placed before the Research Degree Committee. If the reports of two or more examiners are in favour of award of D Phil degree, the Research Degree Committee shall recommend the viva-voce of the candidate. In other cases, the Research Degree Committee may take appropriate decision of revision or rejection of the thesis.

22. The report of the viva-voce shall be placed before the Research Degree Committee. If the report of the viva-voce is in the favour of award of D Phil degree, the Research Degree Committee shall recommend to award the D Phil degree in the concerned subject to the candidate. If the report of the viva-voce is not in favour of award of D Phil degree, the Research Degree Committee may instruct the candidate to revise the thesis or/and to reappear in the viva-voce. But no candidate shall be allowed to re-present the thesis or/and to re-appear at the viva-voce more than once
23. On the recommendation of the Research Degree Committee, the Academic Council may award the D Phil degree in the concerned subject to the candidate.
24. The candidate may get his/her thesis published at his/her own cost only if all the three examiners found it suitable for publication. The candidate shall on the publication of the thesis state on the title page as well as at other appropriate places that it was a thesis approved for the D Phil degree of the Uttar Pradesh Rajarshi Tandon Open University, Allahabad.